



State of Utah

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Department of Human Services

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Office of Human Resources

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Director

MEMORANDUM

TO: Dan Maldonado, Director
Division of Juvenile Justice Services

Gaby Anderson, Deputy Director
Division of Juvenile Justice Services

FROM: Jay G. Jensen, Jr., Human Resource Specialist
Department of Human Resource Management 

DATE: September 6, 2006

SUBJECT: Reduced Work Schedules

Recently the Department of Human Resource Management (DHRM) was made aware that DJJS managers are reducing the work schedules of some full-time employees who are dealing with medical issues, or who are going to school, for the purpose of extending an employee's eligibility to receive benefits. DJJS management has erred in allowing this practice.

DHS policy states: "Agency management may not change an employee's work schedule from full time to part time for the purpose of extending an employee's eligibility to receive benefits." DHS policy also states: "Employees may use approved leave (other than sick leave), or request adjusted work schedules to attend class, practicum, and complete related assignments."

To reduce an employee's work schedule in an established full-time position violates these DHS policies. DHRM recommends that DJJS managers be directed to stop this practice immediately. DHRM has also made this recommendation to other DHS agencies, including DCFS and DSPD.

If the practice of reducing an employee's work schedule in a full-time position continues, it would be inconsistent with what DHRM is recommending to other DHS agencies. Furthermore, if this practice continues, the Utah Division of Risk Management may not indemnify the agency if liability issues arise.

If you have any questions, please contact me at 538-4231.